

June 14, 2013



JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: *LIBRARIAN*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU/SECTION: *STATE LIBRARY SERVICES/ SPECIAL COLLECTIONS/SUTRO
(POSITION IS LOCATED IN SAN FRANCISCO)*

SALARY: *\$4195 - \$5097*

SUMMARY: Under the general supervision of the Supervising Librarian II, the incumbent staffs the public service desk and assists library patrons in the use of library materials and online resources. Researches and answers reference questions received in person, online, and via the telephone. Evaluates and processes gift items; writes gift acknowledgement letters. Searches OCLC WorldCat for cataloging copy. Creates holdings and item records for library materials.

DUTIES:

- Staffs the library's public service desk and provides complex reference service at the library, on the phone, and through the library's online reference service (RefTracker). Processes interlibrary loan requests received via the OCLC Interlibrary Loan subsystem and via other media (mail, e-mail, and telephone). Manages Sutro Library's e-mails and correspondence.
- Assists in collection maintenance. Acknowledges and evaluates donations and writes donation acknowledgment letters. Searches donation titles in OCLC's WorldCat. Creates holdings and item records for library materials and answers staff and volunteer cataloging questions. Works closely with the State Library's Technical Services department and alerts them to materials that need cataloging.
- Works closely with Sutro Library volunteers.
- Works on special projects, helps conduct library tours and outreach activities, and participates in California State Library committee work.

DESIRABLE QUALIFICATIONS:

- Communicates courteously in person and on the telephone.
- Keeps and maintains positive relationships with the staff, patrons, volunteers & students.
- Exercises good judgment.
- Gives accurate, informative presentations.
- Has effective written & oral communication skills.
- Treats all users with courtesy and consideration. Listens carefully to patron requests, asking questions when necessary.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of principles, trends and practices of professional library work.
- Ability to provide reference service to patrons in person, online, and by mail and phone.
- Knowledge of genealogical and local history resources, including computer applications.
- Knowledge of collection management theory and practice.
- Knowledge of OCLC and interlibrary loan procedures.
- Basic knowledge of library preservation and disaster planning techniques, especially as they relate to special collections.
- Basic knowledge of library cataloging and Library of Congress subject headings.
- Ability to give tours and public presentations.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Human Resources Service Office, Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted June 28, 2013. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER